

**EPA**

United States  
**Environmental Protection Agency**  
Washington, DC 20460

**REQUEST FOR OVERTIME AUTHORIZATION**

1. For Pay Period: \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_

2. Check One  
Original Request                      Extension

3. Estimated Cost:

Authority for approving payment for overtime, or the allowance of compensatory time in lieu of payment for overtime, is reserved only to those officials stated in agency delegations.

Overtime must be authorized prior to its performance except in cases of emergency, and overtime actually worked under this authorization must be recorded on the employee's Time and Attendance Report (T & A) Card, EPA Form 2565-1, 2, or 3.

4. Justification or Reason:

Line #	5. Employee's Name	6. Employee ID Number	7. Grade or Rate	8. Estimated Number of Hours		
				Hrs. OT	Comp Time	Dates
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

**9. Financial and Accounting Data**

Line	DCN (Max 7)	Budget/FYs (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	SFO (Max 2)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

10. Requested By:

Title:

Date:

11. Approved By:

Title:

Date:

## Privacy Act Statement

Section 301 of Title 5 to the U.S. Code authorizes collection of this information. The primary use of this information is by management and the payroll office to authorize your request for overtime work. Additional disclosures of this information may be made to: the U.S. Treasury for it to issue paycheck; Federal, State and local taxing authorities through annual W-2 statements; Federal, State, and local law enforcement agencies when EPA is aware of a violation or possible violation of civil or criminal law; Federal agencies when conducting an investigation of you for employment or security reasons; Federal, State, and local agencies maintaining civil, criminal, or other enforcement information relevant to EPA's decision concerning the hiring or retention of an employee or the issuance of a security clearance; and to a Member of Congress when the Member informs us you have authorized his/her access to the record.

Furnishing the information on this form is voluntary, but failure to do so may result in disapproval of this request.

## Instructions

<u>Item</u>	<u>Item</u>
1	Insert the ending date of the pay period in which overtime is worked.
2 and 3	Self-explanatory
4	Covers the total dollar value or all overtime hours requested for the pay period or of the additional hours if "Extension" in Item 5 is checked
5	Check "Extension" if this authorization increases the hours previously authorized for the same pay period, otherwise check "Original Request."
6 through 9	Self-explanatory
10	A check mark in "CT" column indicates employee requests compensatory time in lieu of overtime pay.
11 and 12	Self-explanatory

## Disposition of Copies

Original	To Timekeeper (The Timekeeper will not report overtime unless supported by this document).
Copy 1:	To Commitment Register Clerk via requesting office.
Copy 2:	Retained in files of approving official.

# Audit Trail for

PDF Name:  
Form Number:  
Document Identifier: